



JOB DESCRIPTION

Job Title: Licensed Practical Nurse (LPN)

Department: Nursing/MBH

Reports To: Director of Nursing (DON)

Position Summary:

The LPN is responsible and accountable for the overall health status of the residents including: assessment, evaluation, plan of care, monitoring and reporting changes to the physician and family. The LPN may delegate selected nursing activities to other health care workers, but retains accountability and responsibility for the overall nursing care. Supervising staff along with the continuous evaluation of resident care needs and implementation of plan of care by direct care or supervision of the CNA and/or Nursing Coordinator.

Qualifications and Requirements:

1. License and Certifications Required:
 - Must be a Licensed Practical Nurse in good standing and currently licensed by the State of North Dakota
 - CPR within one year of hire
2. Educational Requirements:
 - Graduate of an accredited school of nursing
 - Must be able to read, write, understand, and communicate in English with residents, staff, vendors, consultants, and support agencies and specifically be able to understand and instruct nursing services personnel and follow written and oral directions.
3. Experience Requirements:
 - Must be at least 18 years of age.
4. Special Skills or Training:
 - Must be knowledgeable of nursing and medical practices, procedures and laws, regulations and guidelines governing long-term care.
 - Positive attitude toward the elderly and coworkers
 - Good organizational and interpersonal skills
5. Physical Requirements:
 - Lifting: up to 80 pounds
 - Standing: 7 or more hours per shift
 - Walking: 7 or more hours per shift
 - Reaching: 5 or more hours per shift
 - Grasping: 7 or more hours per shift
 - Hand Coordination: 7 or more hours per shift
 - Pushing & Pulling: 6 or more hours per shift
 - Ability to Distinguish Smells, Tastes, and Temperatures
 - Ability to See Call Lights and Hear and Respond to Pages
 - Ability to Remain Calm Under Stress

Essential Duties and Responsibilities:

1. Ensure resident safety while performing all duties and responsibilities.
2. Assess residents; assist and participate in developing and evaluating plan of care. Communicate plan of care to staff, resident and family.
3. Record all necessary charting entries on the computer.
4. Notify physician and family of changes in resident's condition.
5. Document/transcribe information accurately.
6. Implement resident care as ordered by the provider, including administration of medications and treatments.
7. Ensure narcotic records are accurate and notify supervisor of all drug and narcotic discrepancies noted on the shift.
8. Maintain unit including ordering supplies and assuring that equipment remains in good working condition.
9. Supervise and delegate appropriately including disciplining and counseling as needed.
10. Report all accidents and incidents appropriately.
11. Know and comply with Residents' Rights rules; promptly report all resident complaints appropriately.
12. Promote independence and choices. Understanding of and appropriate communication with the cognitively impaired.
13. Report and document resident behavior. Assist with developmental tasks associated with the aging process. Use family as source of emotional support.
14. Ensure that residents are free from abuse, mistreatment, and neglect; be responsible to report any such instance appropriately.
15. Ensure that work areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required.
16. Assist residents with daily cares, coordinating medical tests and exams, ear and eye care, nail care, and other needs as they arise.
17. Be an advocate for the well-being of each resident.
18. Assist as directed in proper admission, transfer and discharge of residents; care of residents' environment; assist to inventory and maintain care and security of residents' possessions; report food articles and medications found in residents' rooms; report defective equipment to maintenance/environmental services.
19. Participate in ensuring adequate staffing, including ensuring replacement staff are obtained as able in event of illness or absence; make necessary decisions concerning OT and changes in staff assignments to best meet residents' needs.
20. Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety, Sanitation and other facility policies and procedures are maintained and followed.
21. Attend and participate in orientation, training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills.
22. Maintain Resident and Patient Confidentiality.
23. Treat Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
24. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
25. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
26. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
27. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date



JOB DESCRIPTION

Job Title: Registered Nurse (RN)

Department: Nursing/MBH

Reports To: Director of Nursing (DON)

Position Summary:

The RN is responsible and accountable for the overall health status of the residents including: assessment, evaluation, plan of care, monitoring and reporting changes to the physician and family. The RN may delegate selected nursing activities to other health care workers, but retains accountability and responsibility for the overall nursing care. Supervising staff along with the continuous evaluation of resident care needs and implementation of plan of care by direct care or supervision of the LPN, CNA and/or Nursing Coordinator.

Qualifications and Requirements:

1. License and Certifications Required:
 - Must be a Registered Nurse in good standing and currently licensed by the State of North Dakota
 - CPR within one year of hire
2. Educational Requirements:
 - Graduate of an accredited school of nursing
 - Must be able to read, write, understand, and communicate in English with residents, staff, vendors, consultants, and support agencies and specifically be able to understand and instruct nursing services personnel and follow written and oral directions.
3. Experience Requirements:
 - Must be at least 18 years of age.
4. Special Skills or Training:
 - Must be knowledgeable of nursing and medical practices, procedures and laws, regulations and guidelines governing long-term care.
 - Positive attitude toward the elderly and coworkers
 - Good organizational and interpersonal skills
5. Physical Requirements:
 - Lifting: up to 80 pounds
 - Standing: 7 or more hours per shift
 - Walking: 7 or more hours per shift
 - Reaching: 5 or more hours per shift
 - Grasping: 7 or more hours per shift
 - Hand Coordination: 7 or more hours per shift
 - Pushing & Pulling: 6 or more hours per shift
 - Ability to Distinguish Smells, Tastes, and Temperatures
 - Ability to See Call Lights and Hear and Respond to Pages
 - Ability to Remain Calm Under Stress

Essential Duties and Responsibilities:

1. Ensure resident safety while performing all duties and responsibilities.
2. Assess residents; assist and participate in developing and evaluating plan of care. Communicate plan of care to staff, resident and family.
3. Record all necessary charting entries on the computer.
4. Notify physician and family of changes in resident's condition.
5. Document/transcribe information accurately.
6. Implement resident care as ordered by the provider, including administration of medications and treatments.
7. Ensure narcotic records are accurate and notify supervisor of all drug and narcotic discrepancies noted on the shift.
8. Maintain unit including ordering supplies and assuring that equipment remains in good working condition.
9. Supervise and delegate appropriately including disciplining and counseling as needed.
10. Report all accidents and incidents appropriately.
11. Know and comply with Residents' Rights rules; promptly report all resident complaints appropriately.
12. Promote independence and choices. Understanding of and appropriate communication with the cognitively impaired.
13. Report and document resident behavior. Assist with developmental tasks associated with the aging process. Use family as source of emotional support.
14. Ensure that residents are free from abuse, mistreatment, and neglect; be responsible to report any such instance appropriately.
15. Ensure that work areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required.
16. Assist residents with daily cares, coordinating medical tests and exams, ear and eye care, nail care, and other needs as they arise.
17. Be an advocate for the well-being of each resident.
18. Assist as directed in proper admission, transfer and discharge of residents; care of residents' environment; assist to inventory and maintain care and security of residents' possessions; report food articles and medications found in residents' rooms; report defective equipment to maintenance/environmental services.
19. Participate in ensuring adequate staffing, including ensuring replacement staff are obtained as able in event of illness or absence; make necessary decisions concerning OT and changes in staff assignments to best meet residents' needs.
20. Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety, Sanitation and other facility policies and procedures are maintained and followed.
21. Attend and participate in orientation, training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills.
22. Maintain Resident and Patient Confidentiality.
23. Treat Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
24. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
25. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
26. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
27. Follow company dress code.

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Employee Signature

Date